



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

Vol. 7, no. 17

GP 3.16/3-2:7/17

October 1986

DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

AGENDA

October 15-17, 1986

Washington, DC

Wednesday, October 15, 1986

Holiday Inn-Capitol -- Lewis and Clark Room

8:45 a.m.	Welcome	Diane Smith, Chair
9:00 - 9:15 a.m.	Remarks	Public Printer or Deputy Public Printer
9:15 - 9:30 a.m.	Documents Directions	Don Fossedal
9:30 - 10:00 a.m.	LPS Update	Mark Scully
10:00 - 10:30 a.m.	Marketing Update	Charles McKeown
10:30 - 10:45 a.m.	Break	
10:45 - Noon	Recommendations from Spring 1986 Meeting	Diane Smith Mark Scully
Noon - 12:45 p.m.	Department of Energy Report (Update on OSTI/TIC program relative to depository libraries, proposed deletion of EDB number on microfiche headers, conversion of COSATI to MARC format)	Bonnie Carroll (DOE, Oak Ridge, TN)
12:45 - 1:45 p.m.	LUNCH	

Wednesday, October 15, 1986

1:45 - 2:15 p.m.	ARL/OMS Report (Basic Management Skills Institutes for government documents librarians)	Susan Jurow (Association of Research Libraries)
2:15 - 3:15 p.m.	JCP Update (Pilot project and GPO/JCP/OMB guidelines)	Bernadine Hoduski Anthony Zagami
3:15 p.m.	ADJOURN	
4:00 - 5:00 p.m.	Commemorative Program for GPO's 125th Anniversary at Library of Congress, Madison Building	Dr. Daniel J. Boorstin Sen. Charles McC. Mathias Cong. Frank Annuzio Ralph E. Kennickell, Jr. John Y. Cole Dan MacGilvray Dana J. Pratt
5:00 p.m.	Library of Congress Reception	

Thursday, October 16, 1986

Mumford Room - Madison Building - Library of Congress

9:00 a.m.	Convene/Announcements	Diane Smith
9:00 - 9:45 a.m.	Budgetary Impact on Microfiche Policy - Part I (Overview of budgetary process; salary & expense appropriations)	Michael J. Cannon (Comptroller, GPO) Mitchell Phelan (Chief, Documents Tech. Support Group)
9:45 - 10:30 a.m.	Budgetary Impact on Microfiche Policy - Part II (Reaction of LPS to cutbacks; role and perspective of DLC)	Mark Scully Diane Smith
10:30 - 10:45 a.m.	BREAK	
10:45 - NOON	Map Update (Overview of USGS and DMA cartographic products; shipping lists issued by USGS and DMA) (Update on federal digital cartographic data programs)	Kathleen Eisenbeis (DLC) Bonnie Trivizas (GPO) Charles Bennett (USGS) James Lusby (DMA) Richard Kleckner (USGS)
Noon - 1:00 p.m.	LUNCH	

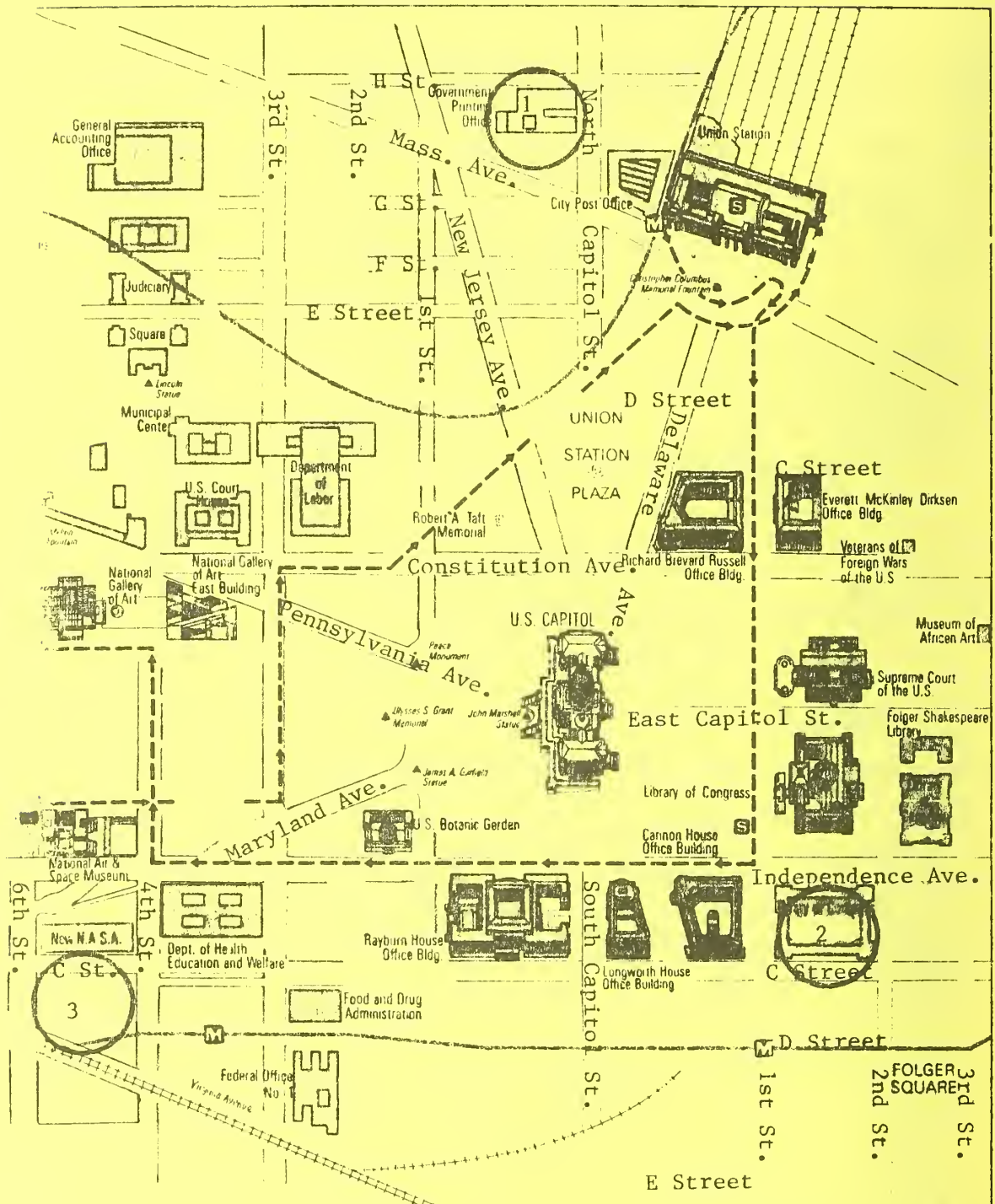
Thursday, October 16, 1986

1:00 - 2:00 p.m.	Open Forum - Acquisition and Bibliographic Control Issues	Clyde Hordusky
2:00 - 3:00 p.m.	Open Forum - Regional Library Meeting report/ Concerns	Susan Tulis
3:00 p.m.	ADJOURN for DLC deliberations on Recommendations Optional LC tours.	

Friday, October 17, 1986

Mumford Room - Madison Building - Library of Congress

9:00 a.m.	Convene/Announcements	Diane Smith
9:00 - 10:30 a.m.	The Present and Future of Electronic Information: An Overview	
10:30 - 10:45	BREAK	
10:45 - 11:45 a.m.	Council Recommendations Discussion	
11:45 a.m.	Announcements/Conclusions	
Noon	ADJOURN	
Afternoon	Optional Tours of LC and GPO	



1. Main GPO
2. Library of Congress, Madison Building
3. Holiday Inn-Capitol

1987 BIENNIAL SURVEY

The development of the 1987 Biennial Survey is on schedule. The Survey will consist of under fifty questions and will be based on the 1985 Survey. The Survey will have a Glossary based on ANSI standards and it will have some questions that ask libraries for statistics on their documents collections. These "statistics" questions could be voluntary depending on the results of the pre-test of the Survey which will be conducted in early December.

GPO plans to complete the Survey in late October. By the Mid-Winter Meeting of ALA, the results of the pre-test should be available. The Survey itself will be taken in the early Spring of 1987.

GPO is presently awaiting the arrival of a micro-computer. The results of the Survey will be manipulated and stored on the computer. GPO will give Depository Libraries at least three months concerning any proposed statistical questions.

DEPOSITORY LIBRARY INSPECTIONS

For the first time in three years GPO's Inspection Team is fully staffed. The library inspectors completed 335 inspections during FY 1986 and they are beginning to reduce the seven-year gap between inspections. Libraries are now being visited that were last visited in 1979-80.

This summer, Transmittal #1 of the Federal Depository Library Manual was distributed to all depositories. The transmittal contained an entirely new Section 1. Transmittal #2 of the Instructions to Depository Libraries was also distributed to all depositories this summer. Transmittal #2 contains the latest revision of the List of Superseded Documents.

As of September 30, 1986, there were 1394 depository libraries. Nine libraries were added during FY 1986 and five libraries left the system.

CLASSIFICATION AND CATALOGING BRANCH UPDATE

Progress on several fronts has been seen in the Classification and Cataloging Branch during the past six months. Gil Baldwin and Frank Tansey were selected to fill the vacant positions of Chief of the Branch and Chief of Cataloging Section 2, respectively, and personnel actions are in process to hire three more catalogers. The classification manual, A Practical Guide to the Superintendent of Documents Classification System, classed GP 3.29:P 88, was distributed to all depository libraries on March 21, 1986. Classification number inquiries are being processed in a more timely manner than in the past, with corrections appearing promptly in Correction Shipping Lists. Monthly Catalogs have been produced on schedule. The working collection of documents already cataloged has been organized into SuDocs class number order and shelved, in a major effort that was completed by the end of August, 1986. Catalogers and other LPS personnel have processed several high-priority items with dispatch in recent months, in an effort to make documents and cataloging records available to the public in a minimum amount of time. The most recent example was House Report 99-841, the conference report on the Tax Reform Act of 1986 (SuDocs no. Y 1.1/3:99-841/v.1-2). This two-volume set was received and classified on September 22, 1986, the first day it was available for sale at GPO bookstores. The set was mailed to depository libraries selecting paper the next day, on September 23, and cataloging was completed on September 25, a four-day turn-around time.

MONTHLY CATALOG PRODUCTS SUMMARY

- The 1981-1985 Quinquennial Index to the Monthly Catalog was published in May 1986, in microfiche format only.
- The Semi-Annual Indexes were published in July 1986, with a slight modification to the "contents" page format, for easier subject look-ups to specific volume. Unfortunately, microfiche distribution for both Quinquennial and Semi-Annual Indexes has been delayed, due to contractors' problems.
- This year the preliminary pages were updated beginning with "General Information" in June, "How to Order Publications" in July and "Order Form" in August.
- The October issue is expected to be published by September 30, 1986, and the November and December issues and the Periodical Supplement are all in production stages.
- The subject and title indexes will be enhanced with the addition of entry number, title, author, and classification number, commencing with the first issue in 1987.

DEPOSITORY LIBRARY COUNCIL

RECOMMENDATIONS

March 1986

1. The Depository Library Council recommends to the Public Printer that GPO outline a plan for assigning two SuDoc numbers in the Monthly Catalog record for all serial titles recurring within a series, the first being the series number and the second being the number assigned to the serial title. In order to facilitate the use of the GPO tapes in online catalogs, Council suggests that the series number be tagged with a delimiter "Z". Example:

L 2.3:3329
L 2.3/2:985

Handbook of Labor Statistics, 1985 (Bulletin of the Bureau of Labor Statistics, no. 3329)

Rationale: The use of two numbers in the Monthly Catalog record would allow more flexibility to libraries in handling serial titles within series.

Having researched and considered this proposal to assign dual SuDocs numbers to certain serial publications, GPO has determined the proposal to be impractical. The principle of "one document, one SuDocs number" is well established in the Depository Library Program. While the SuDocs Classification Scheme has certain well-documented drawbacks, we judge one of its notable strengths to be the simplicity inherent in the "one document, one SuDocs number" principle. GPO believes that the assignment of dual SuDocs numbers to publications would serve to complicate the SuDocs system in exchange for only marginal benefits.

Moreover, the process of assigning dual SuDocs numbers would impose a substantial, added burden on the document classification and shipping list operations in LPS, resulting in delayed distribution of documents to depositories. The risk of increased error rates in LPS operations also poses a concern. These adverse consequences would affect the entire depository community and are not justified by the 17% of libraries that might benefit from assignment of two classification numbers. The 17% refers to those librarians who had recommended that LPS revert to its former practice for classifying serials within series, as reflected in the survey conducted by the Depository Library Council in 1986.

2. The Depository Library Council recommends to the Public Printer that the Library Programs Service continue and pursue further negotiations with executive agencies to provide "time-sensitive" materials, such as the Official Gazette from the U.S. Patent Office, to depository libraries by first-class mail.

Rationale: Materials which are of immediate need to the user often lose much of their value due to delays in the preparation of shipping lists, mailing by fourth-class mail, and other routine distribution problems. Preferential mailing would be beneficial to the mission of the agency as well as providing better access to government information for the public.

In early 1986, the Department of Labor (DOL) and the Patent and Trademark Office (PTO) approached GPO to explore the possibility of providing expedited delivery of certain time-sensitive periodical publications to depository libraries. In subsequent discussions with GPO, both DOL and PTO asked that GPO develop cost estimates for the special handling and first-class postage that would be required to comply with the agencies' requests. In early June 1986, GPO provided DOL and PTO with the requested cost estimates. DOL has already informed GPO that DOL is not willing to pay the cost for expedited delivery of General Wage Determinations Issued under the Davis-Bacon and Related Acts, so the prevailing, fourth-class distribution mode will continue. PTO has not yet notified GPO as to whether PTO is willing to subsidize special handling and first-class mailing for depository distribution of their Official Gazette weeklies.

3. The Depository Library Council recommends to the Public Printer that a member of the Depository Library Council be appointed to GPO's Depository Study Group.

Rationale: Council applauds the long-term planning effort of GPO. However, it recognizes that although the Depository Study Group is well-rounded, there is lacking the important perspective of the depository library itself.

On March 19, 1986, the Superintendent of Documents appointed Depository Library Council member Peggy Prudden to the Depository Study Group (DSG). As a practicing public librarian, Peggy is expected to bring to the DSG a fresh perspective from the public user's point of view.

The DSG was formed in September 1985 to consider the future of the Federal Depository Library Program in a rapidly changing society. Changing social patterns, technologies, and federal fiscal policies are among the challenges being addressed by the DSG in pursuit of a viable and balanced plan that will meet the future information needs of the American public.

4. The Depository Library Council recommends to the Public Printer that the GPO enter into discussions with the Association of Research Libraries' Office of Management Studies for the purpose of developing management seminars specifically for depository librarians.

Rationale: The enhancement of management skills is a matter of critical importance both to GPO and depository librarians. The OMS already offers management seminars for librarians in general. Sessions could be held in Washington as a pre-conference at Fall Council meetings or taken on the road, as deemed appropriate.

The Public Printer recognizes the critical importance of good management skills for developing and maintaining effective operations and services in depository libraries.

The idea of utilizing the available talents and resources of ARL/OMS for developing such skills in depository library managers seems particularly promising, and the Public Printer directed his staff to pursue the idea without delay. Meetings between GPO and ARL/OMS have produced encouraging results. ARL/OMS has agreed to offer up to two Basic Management Skills Institutes for Government Documents Librarians during 1987, one in the east and one in the west. Depository librarians will be kept apprised of further developments through Administrative Notes.

5. The Depository Library Council recommends to the Public Printer that LPS accept the report and recommendations presented at the Spring 1986, meeting regarding the raincheck procedure. (See Attachment)

In order to furnish a framework for LPS' response, we are providing a description of procedures routinely used to obtain additional stock of rainchecked publications.

When the Acquisitions Section of the Depository Administration Branch becomes aware of a shipping list shortage, standard procedures are initiated to obtain additional stock. Procedures vary depending on whether or not the rainchecked publications had been printed through GPO.

For GPO-printed publications, LPS requests additional copies from Documents Sales Service if the document is in the sales program. If Sales cannot supply LPS with the necessary stock, or if the publication is not a sales item, LPS informs appropriate personnel in GPO's Departmental Account Representative Division, who attempt to obtain copies from the publishing agency. If copies cannot be obtained from the publishing agency, staff of the Departmental Account Representative Division initiate procedures to reprint the publication.

For publications not printed by GPO, LPS requests additional copies from the publishing agency, and simultaneously notifies the Joint Committee on Printing that the request is being made. If the agency subsequently fails to provide the depository copies requested by LPS, the Joint Committee on Printing is so informed.

1. LPS Director should review rainchecks outstanding after 90 days, and should use Administrative Notes as a vehicle to report status.

As can be seen from the above description of procedures, obtaining additional stock to fulfill rainchecks may be a complex process, extending beyond the organizational boundaries of LPS. The administrative burden which would be imposed on both LPS and other involved organizations to continuously track the status of each individual raincheck through various stages of fulfillment processing is prohibitive. It is not in the best interest of the depository library community for LPS to utilize its resources in this manner; therefore we cannot make reports on the processing status of rainchecks. However, LPS can provide information as to whether rainchecks have been fulfilled or are

still outstanding.

Depository libraries were provided listings of fulfilled and outstanding rainchecks (as of May 31, 1986) in an August issue of Administrative Notes (Vol. 7, No. 12). As time permits, we will update this list for publication in future issues of Administrative Notes.

2. Identify item numbers providing major problems; analyze the problem; and look for solution other than reprinting.

LPS maintains records on publications shipped short, and periodically analyzes the data to identify underlying causes of shortages. As these causes are identified, LPS attempts to correct, through whatever means are appropriate, the root causes of the shortages. As can be seen from the description of procedures that GPO follows to obtain additional stock, reprinting is the solution of last resort.

3. Evaluate items being rainchecked and reprinted.
- 3a. Give top priority to core list pubs., U.S. Code, CFR, and Census Catalog that have been rainchecked. Discuss replacement from sales side of GPO and cause of shortfall significant enough to be rainchecked.

All LPS processing of shorts is completed well within our specified timeframes. Since there is no backlog in LPS' processing of rainchecked titles, there is no need to assign a priority to the above-mentioned publications.

LPS routinely requests additional stock from Sales and regularly attempts to identify underlying causes of shorts.

- 3b. GPO internal publications such as Subject Bibliographies which are free should not have to be reprinted. Shortfalls are significant. Review sales side contact and procedures for placing orders.

LPS is in close contact with appropriate individuals in the Sales program. As each Subject Bibliography is printed, there is coordination between Sales and LPS to ensure that LPS distribution needs are included in determining the total number of publications to be printed.

- 3c. GPO subscription sales items, e.g. Driver, etc. should be replaced from [the] sales side, if shortfall is reasonable. At the end of normal retention period, issues should be sent to LPS claims area for distribution of shortfalls.

Sales and LPS already have in place cooperative arrangements whereby LPS receives stock from Sales wherever possible.

- 3d. Publications such as Top Bulletin should not be reprinted. These are normally held for ninety (90) days. Reprints and preprints should also be reviewed for value before reprinting.

Reprinting is a last resort for obtaining additional copies of a publication. LPS' mission, as set forth in Title 44 USC (Section 1902) is to distribute all Government publications "except those determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security." LPS does not have discretionary authority to review publications for value.

- 3e. Agency publications such as the IRS Bulletin, a major shortage item, should be checked out with the agency and/or GPO's accession procedures before reprinting. IRS Bulletins, at the time they are distributed, should be available from IRS. If they cannot cooperate with GPO, libraries should be encouraged to acquire their own copies directly.

The IRS Tax Bulletins, item 0946-B, are GPO printed publications, which have been

short in the past due to a contractor error. The problem has been solved, and LPS does not anticipate its recurrence.

6. The Depository Library Council recommends to the Public Printer that GPO convene a one-day pre-council meeting to which all regional depository libraries should send the coordinators of regional depository operations.

Rationale: The purpose of the meeting would be to train in GPO policy and procedures as well as to determine what services GPO expects regionals to provide to selective depositories in their regions.

The Public Printer has invited representatives from regional depository libraries to assemble for a one-day meeting at the University of Maryland on October 14, 1986. The meeting will address such matters as the role and responsibilities of regionals, their relationships with selective depositories, as well as regionals' problems, both current and projected. This meeting is seen as an important step toward elucidating regional issues and concerns, so that they can be factored into the overall planning process for the Depository Library Program.

7. The Depository Library Council recommends to the Public Printer that GPO begin planning for an integrated automated management system for the Library Programs Service. Such an automated management system should be part of or interface with other related GPO automated systems dealing with cataloging, classification, distribution, acquisition, and bibliographic control.

Rationale: It is apparent that Library Programs Service does not have the automated management tools to apply to operations issues that recur at Council meetings. The installation of such a system will allow Library Programs Service managers to better monitor daily and long-term operations and make appropriate management decisions.

The Public Printer is firmly convinced that current, accurate management information must be readily available to GPO executives if they are to make appropriate, effective decisions for planning, managing, and evaluating their operations and programs. Under his direction, an automated Executive Information System (EIS) was developed to meet the need of GPO executives for timely management information. Even though the scope of the

EIS is GPO-wide, an array of statistical indicators is available or under development to provide significant data relative to the Superintendent of Documents' organization. On the Library Programs Service, for example, statistics will cover document inventory and distribution quantities; titles cataloged; shipping lists issued; and numbers of libraries designated, deleted, and inspected. EIS statistics and graphic charts can be called-up at terminals in the offices of the Public Printer and most GPO executives. Within the Library Programs Service itself, provisions for more detailed operational data are being built into the functional requirements specifications for the ACSIS (Acquisition, Classification, and Shipment Information System). ACSIS is being developed to both directly and indirectly assist technical processing operations by supporting individual tasks associated with the control of individual publications: it will serve both as a source of information in support of task performance, and as a store of data generated as a result of task performance.

The system will facilitate document processing by providing an online, historical record on every depository publication. This information will enable LPS to readily determine the status of an individual title. In the aggregate, processing history data will provide an invaluable source of management information to be used in monitoring workflow and turnaround times, proactively identifying problem areas, assessing productivity, and evaluating overall program performance.

8. The Depository Library Council asks the Public Printer that copies of the "Purpose" and "Historical Background" drafts of the Depository Study Group be provided to Council.

The Public Printer is pleased to provide each member of Council with copies of the draft "Purpose" and "Historical Background" sections of the Depository Study Group report. Council is cautioned to remember, however, that these sections are considered talking

points by the Group, and may undergo substantial revision before they are released in final form, as parts of the finished report.

9. The Depository Library Council recommends that the Public Printer announce the availability of the "Summary Report of the Cumulated Monthly Catalog History File" in Administrative Notes.

Rationale: This information has been requested by libraries who are attempting to automate their government publications records.

An announcement of the availability of "Fields detected in the Monthly Catalog Database, 1976-1985", as well as a description of the contents and format of this report, was published in the May 1986 issue of Administrative Notes (Vol. 7, No. 7).

10. The Depository Library Council recommends to the Public Printer that the following items be considered by the Depository Study Group:

- inclusion of electronic information in the depository program;
- viability of regional libraries and methods to solve problems faced by these institutions in light of Title 44;
- feasibility of the Monthly Catalog in a format other than paper or microfiche;
- viability of the present Depository Library Program operations as a way of providing government information to the people in light of evolving information technology;
- increasing item selectivity for depositories;
- development of a comprehensive integrated automated data system

The Public Printer appreciates Council's suggestion of topics for consideration by the Depository Study Group. Of course, most of the recommended topics already appear on the Group's agenda but the important point is that all of the listed items will be addressed by the Group, with one exception; the "viability" of the Depository Program is not thought to be compromised by the emergence of electronic information dissemination technologies. The challenge to the Study Group is to find ways for the Depository Program to realize its traditional economies in the utilization of these new technologies.

11. In response to the Superintendent of Document's letter of February 20, 1986, to the Council requesting guidance in the selection of titles for microfiche conversion, the Depository Library Council submits to the Public Printer the following categories and/or titles for consideration: (Listed in priority order.)
- Zip Code + 4 Directories
 - Addresses and speeches
 - Environmental impact statements (draft and final)
 - Telephone books
 - Course announcements
 - Annual reports (except significant statistical compilations)
 - House and Senate Journals
 - Selected Water Resources Abstracts
 - Nuclear regulatory guides
 - Gazetteers
 - Slip treaties (only if a paper finding guide is provided)
 - Slip laws (only if a paper finding guide is provided)
 - "Periodicals in a magazine format" (see SOD 13c) except those indexed in Index to U.S. Government Periodicals.
 - Foreign Relations of the United States
 - Bound Congressional Record (only if paper index and Daily Digest are provided)

The Public Printer appreciates having the guidance of his Depository Library Council in selecting additional depository items for conversion to microfiche format. The depository items recommended for conversion by Council shall be implemented by GPO to the maximum feasible extent in order to achieve Congressionally-mandated cost reductions.

12. Council has identified several actions which, if implemented, could substantially enhance the effectiveness of LPS and/or prove beneficial to the depository library community. Council has divided the recommendations into Group 1, those which could be put into effect immediately, and Group 2, those which would require additional time and effort. The following are recommended to the Public Printer.

GROUP I

- Prepare and publish guidelines for informational material supplied by the depository community for inclusion in Administrative Notes;

Guidelines for a Readers Exchange column were published in Administrative Notes, Vol.

7, No. 6. A number of informative and useful articles have been submitted by depository librarians and published in Administrative Notes since then.

- Develop a standard, easily readable form for class corrections. Rosalind Jacob has volunteered to help in the design of this form.

A revised class correction form has been designed for use within LPS with distinct blocks for the following types of corrections: shelflist, publications, PRF sales database, OCLC, Depository Administration Branch files, and Monthly Catalog. This has helped ensure that corrections are made in each place where the class number is recorded, and has been instrumental in the recent improvements in processing classification correspondence.

- Publish in Administrative Notes the decision concerning the retention of reprints which was announced at the October 1985 Council meeting;

The decision concerning retention of reprints was published in the October 1985 issue of Administrative Notes (Vol. 6, No. 14) and in Transmittal #24 of the Instructions to Depository Libraries issued in August 1986. Excerpts from GPO's response to Council Recommendations #7 (March 1985) will be published in the next issue of Ad Notes.

- Establish separate item numbers for those serial titles which have been separated from numbered series;

LPS will continue to distribute serial titles which have been separated from numbered series under the same item number as the main series. While LPS appreciates the benefits to the depository library community in establishing separate item numbers for the separated serial titles, resource constraints prohibit our assuming this additional workload at the present time.

- Cease any further separation of serial titles within series from serial titles based on geography or serial titles composed of chapters or parts;

The vast majority of serials with series publications based on geography have already been assigned separate classes. The current practice facilitates the future automation of the GPO shelflist, and it is in accordance with the preferences of the majority of depository libraries, as expressed in the classification survey conducted by the Depository Library Council.

- Commence any reclassification/separation only with the beginning of a new volume or calendar year.

With the classification of 155,946 publications in FY 1985, and with an expected increase as a result of the December 1985 promulgation of OMB Circular A-130 (instructing Federal agencies to provide copies of their publications to the Depository Library Program), it is not feasible to make exceptions to the policy of implementing new classes as the publications are processed. It has been LPS' experience that each procedural exception in the classification process impedes the workflow and results in increased errors.

This resolution also goes against the basic tenet of the SuDoc classification system, which been in existence since 1895. As it is stated in A Practical Guide to the Superintendent of Documents Classification System, the classification number assigned to publications of any Government author is determined by the current organizational status of the issuing agency. Since most Government reorganizations take place beyond the first subordinate office, and since the classification number is not broken down below the level of the first subordinate office in the majority of cases, most classification numbers will remain unaffected.

GROUP II

- Publish a list of item numbers with corresponding class numbers and titles (an inverted List of Classes)

Such a list exists, it is the Union List of Item Selections. The item cards also provide the same information.

- File the LPS microfiche in SuDocs order in order to improve the on-demand service; As time permits, LPS devotes resources to filing microfiche in SuDocs order. However, LPS has placed a higher priority on expediting source document conversion.
- Shelf the National collection at LPS; Make all corrections issued to depository libraries on the documents in the LPS collection.

In March 1986, LPS began a concerted effort to shelf the documents in the working collection. In addition to having one full-time staff member regularly shelving current materials, staff of the Cataloging and Classification Branch have been working on an overtime basis to shelf the accumulated backlog. As of September 19, 1986, the working collection has been shelved. Corrections to the classification numbers will be made as time permits.

13. The Depository Library Council recommends to the Public Printer that the Monthly Catalog be continued as is with the addition of an enhanced title and subject index containing the following items:

- a. entry number
- b. title
- c. author
- d. class number

Rationale: An enhanced Monthly Catalog would positively respond to the user survey. LPS has investigated the feasibility of adding author and classification number to the title and subject indexes of the Monthly Catalog, in accordance with the Council

recommendation. This enhancement will not require major changes to the Monthly Catalog software, nor will it result in a significant increase in the page-count (and therefore the price) of the printed version. Therefore, beginning with the January 1987 issue of Monthly Catalog, both the subject and title indexes will be augmented with the inclusion of author and classification number.

1986 ITEM SELECTION UPDATE

As of October 1, 1986, LPS is distributing publications according to the annual selection update cycle conducted during May-June. The file updating went smoothly, and libraries were sent printouts of their additions and deletions for verification purposes. The small number of discrepancies between the libraries' records and the DDIS system were corrected promptly.
